Migrating to SharePoint Online

solutions for a changing world

Sabre On Point

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What is SharePoint Online?

Office 365 Suite

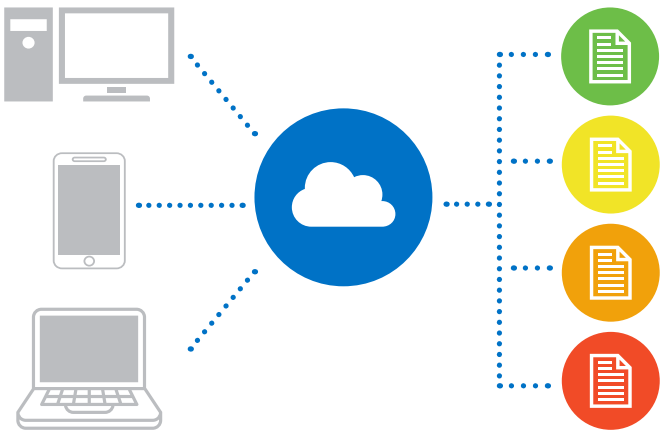
SharePoint Online

SharePoint Online is a cloud-based version of SharePoint included in the Office 365 Suite from Microsoft. It gives users the ability to create an Intranet site with any number of Team sites and Portals in a single location. SharePoint Online includes workflows and forms that also make it an effective way for small and medium sized businesses to manage processes, without requiring a major investment.

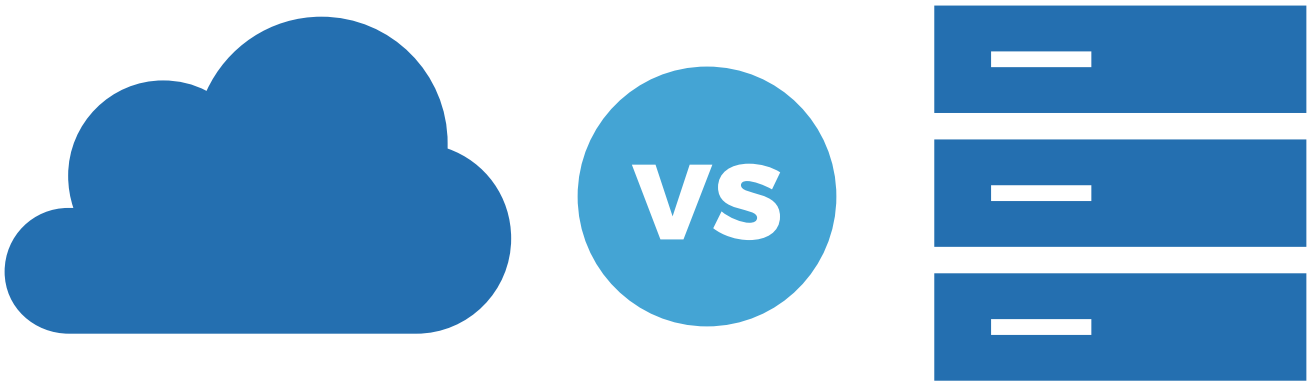
Because it is a Cloud based platform, SharePoint Online significantly reduces the cost of managing the IT infrastructure while centralizing each company's content.

Before SharePoint Online

After SharePoint Online



SharePoint Online versus SharePoint On-Premise



SharePoint Online offers a range of licensing options. Individualized plans are available to take into account the unified compliance framework required, cost, and each company's specific needs. Subscription based licensing ensures users will only pay for the products needed while saving money by bundling some services together.

Businesses that are already running SharePoint On-Premise should verify they aren't paying twice for SharePoint, which comes with an Office 365 subscription.

Key Parameters to take into Account

Users should ask themselves the following questions in preparation for migration:

What is the total size of the file share data being migrated?

SharePoint Online can hold up to 1TB of data.

How many files are there in total?

SharePoint Online can store up to 10GB of data per folder.

What are the largest file sizes?

SharePoint online can hold individual files up to 2GB.

Key Parameters Continued...

How deep are the folder structures nested?

The headache of sifting through numerous folder levels can be avoided by leveraging metadata, term stores, and the powerful SharePoint Search.

Is there any content that is not being used anymore?

Identify and archive data that's no longer needed.

What file types are there?

Identify file extensions to ensure they're migrated properly. SharePoint Online has no realistic limitations on file types.

Two Final Things to Consider:

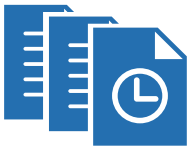
- Keep in mind that Office 365 will be improving any limitations to SharePoint Online while slowly discontinuing support for SharePoint On-Premise.
- How fast is the network and how old are the servers the data is being migrated from?

Obstacles to Manual Migration

While moving data manually might seem like the best option to ensure everything is done meticulously and accurately, there are a few drawbacks:

Files can only be copy and pasted.

Metadata for the files will be lost.



File versioning will be lost.

CREATED BY and MODIFIED BY will change to the user performing the migration.

MODIFIED DATE and CREATED DATE will be set to the current date and time.

List information cannot be moved through a simple copy and paste. Some information can be migrated using SharePoint 2013 On-Premise by saving the List as a List template that can be manually imported.

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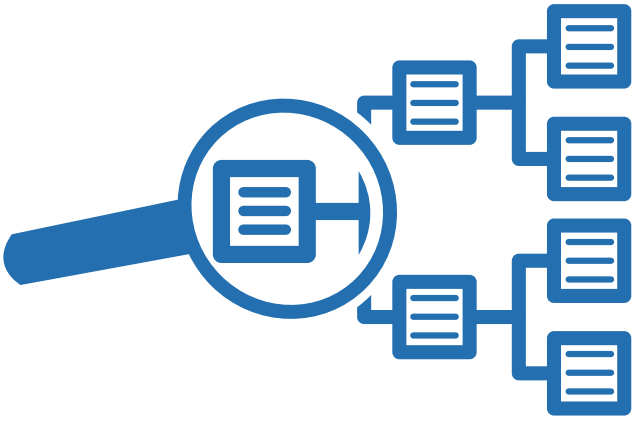
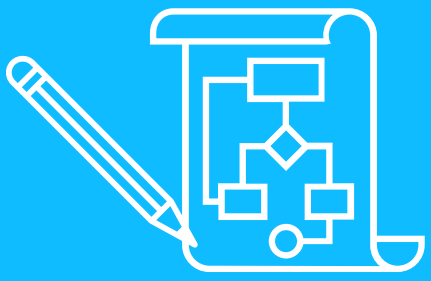
There are tools that can preserve or apply new metadata to the migration, but the good ones are not cheap. Microsoft offers a free tool, but it only supports migrations from SP 2010 and newer. Sabre On Point can provide the best tools and education on migration in order to create a smoother and more productive transition. Sabre On Point has even developed a tool for migrating from Lotus Notes.

Examine Your Information Architecture



Businesses that are planning to migrate data from On-Premise to SharePoint Online are advised to look into a data restructure using the following steps:



Draw and plan your data architecture.

Determine site set-up:

Navigation and Flow

Document Libraries and Lists

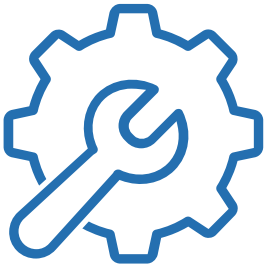
Flatten the Data:

Plan to use metadata for file tagging with a traditional folder structure to improve search capabilities.

Security, Customization, and Training

Security

Now is also the right time to evaluate security permissions and set-up. During the manual migration, the security will not migrate with the data. Users should decide how permissions and security will be built into SharePoint Online create as many AD group permissions as possible in order to set and maintain a high level of security. Sabre On Point has Cyber Security experts on hand to help identify the levels of protection needed.



Customization

Any customizations already in place with SharePoint On-Premise will need to be rebuilt they are aligned with SharePoint Online features. Server side code and sand-boxed solutions are no longer applicable to SharePoint Online. These have been replaced with SharePoint CSOM and the SharePoint Framework. Make this transition as easy as possible with Sabre On Point professionals who can rebuild customizations while minimizing any downtime.

Training

Success of any project depends on how ready the end-user is to use the new system. Training of End Users is the key component of any successful migration. Sabre On Point has experts readily available to educate and equip all users with the tools and knowledge to master SharePoint Online. Below are few reasons why training is key:

- Employee satisfaction
- Increased productivity
- Motivation to make use of SharePoint
- Speed of acceptance and adoption

For more information on how to migrate date to SharePoint Online, contact Sabre On Point today.

About Sabre On Point

Sabre On Point is a division of Sabre Systems, Inc, providing services which improve our clients' growth, productivity, and security across a multitude of industries, from small businesses to large enterprises. Clients appreciate that we are large enough to service their complex needs, yet still able to deliver the personalized attention that every client deserves.

Sabre developers are **Microsoft Certified Solutions Developers (MCSD)**, specializing in Microsoft SharePoint and other services, providing our clients with industry recognized best practices in analyzing and designing enterprise solutions.